



National
Aeronautics and
Space
Administration

Performance Monitor Report Headquarters Support Services Contract

INITIATOR INFORMATION

INITIATOR (Last, First, Middle Initial)

DATE

FUNCTIONAL AREA

ADDITIONAL COPIES OF THIS REPORT HAVE BEEN SENT TO:

PERFORMANCE REPORT

TYPE OF REPORT (Check one)

☐

DEFICIENCY

A deficiency is defined as a performance or service that does not meet requirements or is lacking in some necessary quality or element.

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COMMENDATION

A commendation is defined as a performance worthy of notice; a performance that exceeds requirements and/or expectations.

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NOTICE FOR THE RECORD

A notice for the record is defined as a method of identifying service concerns before performance reaches a deficiency level, and also a method to update SOPs or provide other relevant information.

DETAILED DESCRIPTION

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See attachments

Reference SOW: _____

Reference SOP: _____

RECOMMENDED CORRECTIVE ACTION (Optional)